

ARTICLE I -- Name

The name of the organization shall be MARCY PARENT COUNCIL, hereinafter referred to as “the Council.”

ARTICLE II -- Object

The object of the Council shall be to improve and enhance the educational goals of the parents/guardians, faculty, and students of Marcy Open School. It shall further be the object of the Council to enhance educational goals of Marcy Open School by acting as advisory to MOPSC (Marcy Open Parent Site Council) on program, philosophy, curriculum, staffing, organization, and school rules and procedures, and by providing financial support within the meaning of Section 501(c)(3) of the Internal Revenue Code.

ARTICLE III -- Goals

The Goals of the Council shall be:

Community Building - To develop and sponsor activities that maximize parent involvement in school programs, such as providing transportation to meetings and activities; plan and participate in open houses; and assist in communicating school activities to all parents.

Parent Forums - To provide an arena for parents to raise concerns and ask questions that relate to school programs and activities; and transmit this information, as necessary, to MOPSC.

Parent Education - To organize information sessions for parents on any issue concerning the social, health, and educational well-being of the parents, guardians, and children of Marcy Open School in coordination with existing programs.

Fundraising- To plan and implement activities for the primary purpose of collecting monies for room funds, special projects, and other needs of the students, community, and Marcy Open School.

Organize and/or Facilitate Special Projects - To organize and fund projects that will enhance the social and educational well-being of parents, guardians, and students at Marcy Open School.

ARTICLE IV -- Structure of the Marcy Parent Council

1. Membership

Membership of the Council shall be comprised of all Marcy parents/guardians. Members shall have the right to attend all meetings, to vote at general meetings, and to sit on committees of the Council. It is each member's responsibility to bring forward ideas to improve Marcy Open School for students and families.

2. Parent Representatives

At least four (4) but no more than eight (8) Parent Representatives shall be selected either by election among parents at a general meeting in September or October or by self-volunteering. Parent Representatives are expected to attend general meetings of the Council, attend Board of Directors' meetings, and volunteer on committees that form as they are able.

3. Board of Directors

The Board of Directors shall consist of the following: All 4 elected officers, all Parent Representatives officially appointed, 1 Parent Liaison, and either the Principal or Assistant Principal, whose roles are interchangeable in regards to this Board of Directors. The immediate past Chair of the Council will also serve as advisor to the Board. Officers of the Board shall be determined by a majority vote of those members present at the annual meeting in May, with staggered terms. Elected Board members' terms will then begin the following fall and last two years. The months of June, July, and August will serve as the transition period after terms have ended. If any seats are vacant at the beginning of the school year, those Board members will be determined at the earliest regular meeting of the Council, but no later than October of that year. If any seats remain vacant after October, they shall remain vacant until the next annual meeting elections or until a candidate steps forward and is elected.

ARTICLE V -- Meetings

1. Annual Meeting

The annual meeting of the Council shall be held in May. If the annual meeting does not take place in May, it shall be held within thirty (30) days and the officers shall continue their duties until successors have been elected. The purpose of the annual meeting shall be to select officers to the Board of Directors and to decide upon meeting times, dates, and locations.

2. Regular Meeting

A regular membership meeting for the transaction of Council business shall be held every month, at such time and place as the Board of Directors may direct. Council meeting times, dates, and locations will be decided upon at the May annual meeting and shall be published in the school calendar and in the newsletter upon its first publication in the new school year. The membership must be notified at least thirty (30) days in advance of any change to day, time, or place of the meeting.

3. Special Meeting

A special meeting may be held at a time and place upon the call of the Chair or upon the call of a minimum of five (5) members of the Board of Directors, or upon the demand in writing, stating the object of the proposed meeting, and signed by at least 15% of the membership.

4. Board of Directors Meeting

A minimum of two meetings of the Board of Directors will be convened each calendar year. The first regular meeting of the Board of Directors shall be scheduled by the Chair to be held some time prior to the commencement of the new school year. At the first meeting, the Board of Directors shall schedule a minimum of one additional meeting. This meeting will be at a selected time in January or February and will focus on revisions of the budget. This meeting will be attended by Board members only and any actions will be voted on at the next regularly scheduled Council meeting.

5. Quorum

A quorum for regular meetings shall consist of any combination of Board and non-Board members which will equal twelve (12). A quorum for Board meetings shall consist of three quarters (3/4) of the members of the Board.

6. Order of Business

The suggested order of business for all meetings of the Council is as follows:

1. Call to order and introductions
2. Secretary's report

3. Minutes of all meetings
4. Treasurer's report
5. Committee reports
6. Special correspondence
7. Old business
8. New business
9. Announcements
10. Adjournment

7. Parliamentary Procedure

All meetings shall be governed by the latest edition of "Robert's Rules of Order," so far as they are not contrary to these bylaws and the spirit of the Council.

ARTICLE VI -- Officers

The officers of the Council shall be: Chair, Vice-Chair, Secretary, and Treasurer. They shall have staggered terms and be elected by a majority vote by ballot or voice vote by the members present at the annual meeting of the organization. All elected officers shall hold office for two (2) years or until their successors are elected or until such time as they are excused.

Officers of the Council are obligated to attend all meetings. In the event absence is unavoidable, they are expected to contact the Chair, Vice-Chair, or Parent Liaison to advise them of their inability to attend. Officers exceeding three (3) unexcused absences may be excused from the Board. Replacement elections for any Board member not serving a full term shall be held at the next general meeting of the Council.

Responsibilities of the Council Officers:

1. Chair

The Chair shall preside at all meetings of the organization including the Board of Directors' meetings. The Chair shall have general supervision, direction, and control for the affairs of the Council and Board; and shall vote only in a tie-breaking situation. He/she shall be a member ex-officio of all committees, and shall perform all such other duties as pertain to this office.

2. Vice-Chair

The Vice-Chair shall attend all meetings of the organization including the Board of Directors' meetings. The Vice-Chair shall perform the duties of the Chair in his/her absence or at the request of the Chair. The Vice-Chair will assist the Chair in the direction and control for the affairs of the Council and Board. The Vice-Chair may be called upon to act as Chair in the event the position becomes vacant.

3. Secretary

The Secretary shall keep a true and complete record of all the minutes of the Council and the Board and shall have custody of any books and papers of account. Through the minutes, he/she shall notify all members of the annual meeting and any special meetings at least one week (5 school days) prior to the meeting. The Secretary shall perform such other duties as may be prescribed from time to time by the Board, including acting as signature authority on Council checks as requested by the Chair.

4. Treasurer

The Parent Liaison shall have charge of funds of the Council and he/she shall place them in the bank as directed by the Board members. Council money shall only be withdrawn by checks signed by the Parent Liaison for the payment of such bills as shall have been approved by the Board of Directors. The Council will retain a

bookkeeper for reconciliation of the account(s). The Council will retain an accountant to file required annual taxes. The Treasurer shall keep an accurate account of all transactions and render a report at any meeting of the Board of Directors when requested and an annual report to the Council in October.

ARTICLE VII -- Committees of the Council

Ad hoc committees may be formed and disbanded as determined necessary by Council members. A good-faith effort will be made to have at least one Parent Representative in each committee that forms. Each formed committee will select a member to present an annual overview or plan of their activities and financial status at a regular Council meeting.

ARTICLE VIII -- Finances

The Council shall adopt a Board recommended budget for the current school year no later than the October meeting by a majority vote of the members. The budget shall be established to meet the major goals of the Council.

All funds shall be paid by check as approved by the Council. Each check shall be signed by the Parent Liaison, or an approved signer on the account in his/her absence.

ARTICLE IX -- Amendments

Amendments to these bylaws may be proposed by any Council member at a regular or special meeting called for that purpose.

Amendments must be passed by a three-fourths (3/4) vote of the voting members of the Board of Directors and a majority vote of the general membership present at the meeting during which amendments are under consideration.

Amendments must be posted for two (2) weeks prior to being voted on by the Board of Directors and the general membership.

ARTICLE X -- Dissolution

In the event this organization dissolves, any funds remaining in its accounts will be transferred to Marcy Open School, a Minneapolis, Minnesota Public School with 501(c)(3) status.

In Witness Whereof, Officers of the Marcy Parent Council have affixed their hands and seals at Minneapolis, Hennepin County, State of Minnesota, on this 7th day of May, 2015.

(There is a signed copy in the school office)